

Self-Audit Instructions

Purpose of the audit:

- ✦ To verify that all employees who are being reported to DRS are eligible to participate.
- ✦ To verify that all employees that should be participating in the retirement systems are being reported.
- ✦ To verify that compensation reported is in compliance with state law and regulations that relate to the retirement systems.
- ✦ To verify that recent retirees are receiving their benefit based upon the correct Average Final Compensation/Final Average Salary.
- ✦ To assist employers with reporting requirements, identify any training necessary.

Before beginning choose your audit year. Usually this will be the most recent calendar year.

PLEASE NOTE: It is not necessary to send the Department of Retirement Systems any of the information you gather or forms you complete during this audit. You may wish to retain them for your own records .

Click to select Step

Step 1

Eligibility

Determine membership eligibility of all employees, identifying employees who are eligible who are not being reported and those who are being reported that are not eligible.

Click to select Step

Step 2

Reporting

Verify that earnable compensation is reported correctly, and that compensation is being reported as earned, rather than as paid.

Click to select Step

Step 3

Final Compensation/Final Salary

Verify that the Average Final Compensation/Final Average Salary used for final benefit calculations for retirees are correct.

Click to select Step

Step 4

Corrections

Steps to correct errors found during your audit.